# CITY OF REDMOND ORDINANCE NO. 2509

ANORDINANCE OF THECITY OF REDMOND, WASHINGTON, AMENDING ORDINANCE NO. 1782 TO  $\mathtt{THE}$ AMOUNT INCREASE ALLOWED FOR FUND BALANCE, AND REPEALING RMC 3.62, FIRE DEPARTMENT PETTY CASH FUND

WHEREAS, to allow the city to maintain adequate access to cash on hand; and

WHEREAS, Ordinance No. 1782 allows for \$5,000 petty cash and change revolving funds; and

WHEREAS, the city had petty cash referred to in two separate codes.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF REDMOND, WASHINGTON, DO ORDAIN AS FOLLOWS:

Amendment of Subsection. RMC 3.60.020, Section 1. Petty Cash and Change Revolving Fund, Establishment of Fund, is hereby amended to read as follows:

## 3.60.020 Establishment of fund.

The Finance Director is authorized and directed to make deposit into the fund by check as needed from time to time to maintain a sufficient balance in the fund, not to exceed [\$2,170.00] \$10,000. The fund is not intended to be a budgetary item as such, but to be in the nature of a revolving account for expenditures

of a minor nature which are chargeable to various departments and funds of the city. The fund may be divided and administered at locations in various departments of the city as determined appropriate by the Finance Director.

Section 2. Repeal of Section. RMC 3.62, Fire Department Petty Cash Fund, is hereby repealed in its entirety as follows:

3.62.010 FUND CREATED.

3.62.020 ESTABLISHMENT OF FUND.

3.62.030 CUSTODIAN AND OPERATION OF FUND.

3.62.040 FUND NOT FOR PERSONAL ADVANCES.

## 3.62.010 FUND CREATED.

THERE IS CREATED AND ESTABLISHED A SPECIAL FUND TO BE KNOWN AS THE "FIRE DEPARTMENT PETTY CASH FUND" FOR THE PURPOSE OF PAYING FOR PURCHASES OF SMALL ITEMS AND SUPPLIES BY THE FIRE DEPARTMENT AND OTHER FIRE DEPARTMENT EXPENSES OF A MINOR NATURE INCURRED IN CONNECTION WITH THE OFFICIAL BUSINESS OF THE DEPARTMENT.

### 3.62.020 ESTABLISHMENT OF FUND.

THE TREASURER-COMPTROLLER IS AUTHORIZED AND DIRECTED

TO ESTABLISH THE FUND BY CHECK OR BY A WARRANT WITH AN

INITIAL CASH AMOUNT OF ONE HUNDRED DOLLARS. THE FUND

IS NOT INTENDED TO BE A BUDGETARY ITEM AS SUCH, BUT TO

BE IN THE NATURE OF A REVOLVING ACCOUNT FOR

EXPENDITURES OF A MINOR NATURE WHICH ARE CHARGEABLE TO

THE FIRE DEPARTMENT AND FUNDS OF THE CITY.

### 3.62.030 CUSTODIAN AND OPERATION OF FUND.

THE CUSTODIAN OF THE FIRE DEPARTMENT PETTY CASH FUND SHALL BE THE FIRE CHIEF, OR HIS DESIGNEE, WHO IS AUTHORIZED TO MAKE REASONABLE RULES AND REGULATIONS AND TO ESTABLISH FORMS USED FOR THE OPERATION AND MANAGEMENT OF THE FUND. EACH DISBURSEMENT FROM THE FUND SHALL BE SUPPORTED BY A RECEIPT SHOWING THE AMOUNT AND PURPOSE OF THE EXPENSE. IN THE CASE-OF THE USE OF THE FUND FOR CHANGE PURPOSES, THE OFFICIAL OR EMPLOYEE REQUESTING CHANGE SHALL ISSUE HIS OR HER RECEIPT THEREFOR AND SHALL PROMPTLY MAKE AN ACCOUNTING AND REIMBURSE THE FUND WHEN THE ACTIVITY FOR WHICH THE CHANGE WAS REQUIRED HAS BEEN CONCLUDED. REIMBURSEMENTS TO THE FUND SHALL BE MADE AT LEAST MONTHLY AND REIMBURSEMENT VOUCHERS SHALL HAVE RECEIPTS ATTACHED THERETO. THE CUSTODIAN SHALL MAINTAIN SUITABLE RECORDS: SHOWING THE EXPENDITURES INCURRED AND THE

DEPARTMENTS AND FUNDS OF THE CITY CHARGEABLE WITH SUCH EXPENDITURES.

#### 3.62.040 FUND NOT FOR PERSONAL ADVANCES.

THE FUND MAY NOT BE USED FOR PERSONAL USE OR PERSONAL

CASH ADVANCES SECURED BY CHECK OR OTHER I.O.U.'S AND

ANY USE OF THE FUND FOR OTHER THAN EXPENDITURES

INCURRED IN CONNECTION WITH OFFICIAL CITY BUSINESS

SHALL BE CONSIDERED A MISAPPROPRIATION OF PUBLIC

FUNDS. REIMBURSABLE EXPENSES OF A MINOR NATURE MAY BE

PAID OUT OF THE FUND.]

Section 3. Effective Date. This ordinance shall take effect five (5) days after passage and publication of an approved summary consisting of the title.

ADOPTED by the Redmond City Council this 15<sup>th</sup> day of December, 2009.

CITY OF REDMOND

JOHN MARCHIONE, MAYOR

ATTEST:

Michelle M. MCGEHEE, CMC, CITY CLERK

(SEAL)

APPROVED AS TO FORM:

OFFICE OF THE CITY ATTORNEY

MAMES HANEY, CITY ATTORNEY

FILED WITH THE CITY CLERK:

PASSED BY THE CITY COUNCIL:

SIGNED BY THE MAYOR:

ORDINANCE NO. 2509

PUBLISHED:

EFFECTIVE DATE:

December 9, 2009

December 15, 2009

December 15, 2009

December 21, 2009

December 26, 2009

ADOPTED 6-0: Allen, Carson, Cole, Margeson, McCormick and Myers